



Edwin M. Lee, Mayor
Philip A. Ginsburg, General Manager

Post-Renovation Berthing Assignment Policy

Newly Renovated Marina West Basin

I. AUTHORITY

The Harbormaster, acting under the direction and supervision of the General Manager, subject to the approval of the San Francisco Recreation and Park Commission, shall have full authority in the interpretation and enforcement of the 2012 Berthing Assignment Policy for the Marina West Basin.

II. PRIORITY BERTHING ASSIGNMENT PLAN

Berthing assignments will be issued in the following order of priority:

1. Current Marina West Basin Berth Holders who have signed a new berthing license and accepted the newly adopted Marina Rules and Regulations.
2. Interim Holding Wait List, as described in Section V, below.
3. Short term guests. The Harbormaster shall reserve ten (10) berths, of the berths remaining after Priority 1 and 2, and all side-ties, for short term guests and emergency response vessels.
4. All remaining berths will be assigned to individuals on the current Wait List in order of established seniority by slip size category and in accordance with the Wait List Procedures in the Marina Rules & Regulations.

III. BERTH SELECTION CRITERIA

The berthholder with the most seniority will be offered the first choice of berth that properly fits the berthholder's vessel. Seniority is defined as the length of continuous time an individual has had a valid signed berthing license with the San Francisco Small Craft Yacht Harbor (i.e. a "rental agreement" or "mooring license").

1. The berth must be currently available for assignment.
2. The vessel's dimensions must properly fit the berth length, beam and draft, as follows:
 - a) Vessel cannot be longer than the designed berth length, which is the length of the finger pier.
 - b) Vessel's length is defined as "length overall", stem to stern, as the vessel sits in the berth.
 - c) The beam is defined as the maximum width of vessel at midship.
 - d) A vessel will be assigned a berth with a beam of no less than sixteen inches greater than the beam of the vessel, eight inches on each side.
 - e) Draft is defined as the depth from the water line to the bottom of the keel.
 - f) The draft of the berth must be no less than one foot greater than the draft of the vessel at Mean Low Low tide.
3. The berth size will be equal to the length of the berth of contract prior to the renovation or the actual length overall of the vessel on record in the current berthing license, whichever is greater.



4. If desired, a berthholder may chose a smaller berth **only** if it fits the dimensions of the vessel on record in the current berthing license as previously defined in section 2, above.

IV. OPPORTUNITY TO UPGRADE AT THE TIME OF BERTH SELECTION

If during the course of the berth selection process, there are more berthholders than available berths in a particular berth size category, the following may apply:

1. The berthholder may volunteer to move up to the next larger berth size. If a berthholder volunteers to upgrade his/her berth, his/her seniority will be based on the date of his/her assignment to the larger berth category.
2. If a berthholder is required to move up to a larger berth because the proper size berth is not available, he/she will retain his/her current seniority for the new berth size category.

V. PROCESS

The Harbor Master will prepare and post a Seniority List comprised of the date of the current berthholder's berthing license by vessel length of record. Based on the Seniority List, the berthing assignment process will be conducted as follows:

1. Assignments will be made upon full completion of the Marina West Basin renovation, tentatively scheduled for November 2012.
2. Assignments will be issued in order of Seniority, starting with the 30 foot berths continuing on with the next berth size until reaching the largest berth size of 90 feet.
3. Berthholders will be notified of an "Assignment Appointment" at least two-weeks prior to the appointment date. In the event, that the berthholder does not attend the appointment, he/she will have three (3) business days to reschedule a second Assignment Appointment, to take place no later than five (5) calendar days from the original Assignment Appointment.

In the event that a berthholder fails to reschedule and/or attend the second Assignment Appointment, the berthholder will forfeit his/her seniority and will be placed on an Interim Holding Wait List.

As part of the Assignment Appointment, berthholders will enter into a new berthing license. If a berthholder declines to enter into a new berthing license and declines to accept the newly adopted Marina Rules and Regulations, he/she will lose his/her first choice of berth assignment, he/she will forfeit his/her seniority, and he/she will be placed on an Interim Holding Wait List.

4. Vessels will be measured and will undergo a full inspection to ensure seaworthiness and compliance with all Marina Rules and Regulations. Vessels found to be non-compliant will lose their first choice of berth assignment, forfeit their seniority, and will be placed on an Interim Holding Wait List.
5. Berthing assignments for the Interim Holding Wait List will be conducted after completing all other assignments on Priority Level I in the Priority Berthing Assignment Plan Section II, above.